

Ware County School System
Job Description
Classified Personnel

Site: Transportation Department
Position Title: Bus Driver
Reports To: Coordinator of Pupil Transportation
Work Year: 180 days
FLSA Status: ☐ Exempt ☒ Non-Exempt

Primary Function: To transport students

Qualifications:

- ☐ Educational Level: High School Diploma or its equivalency preferred
- ☐ Certification/Licensing: CDL and S & P Endorsement
- ☐ Proficiency Skills: None
- ☐ Personal Skills: See #5 below.
- ☐ Physical Skills: Must pass a physical exam and drug test.

Essential Duties:

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate verbal, and written and telephone communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Delivers bus to fleet maintenance shop as needed for monthly inspection as advised by shop personnel.
15. Submits all reports in a timely manner as required by the Department of Transportation.
16. Attends all bus driver safety meetings and bus driver training sessions.
17. Operates school bus in accordance with the laws of Georgia and in accordance with the policies prescribed by the Ware County School District under all types of weather conditions including, but not limited to sun, fog, rain, sleet, hail, snow and ice.
18. Abides by procedures and policies regarding the safe and orderly operation of the bus including pick up and drop off procedures and loading and unloading.
19. Maintains a clean bus (inside and out) as prescribed by local system transportation policies. Sweep bus daily.
20. Conducts emergency evacuation drills as required.
21. Reports delays or accidents to the Coordinator of Pupil Transportation in a timely manner.
22. Maintains student discipline on the bus and refers serious infractions to appropriate administrator.
23. Demonstrates loyalty to the school system and administrators.
24. Enhances the climate of the building and the morale of colleagues.
25. Checks bus before each operation for mechanical defects:
 - a. Must raise hood and climb on bumper to check engine compartment.
 - b. Bends over and taps inside tires for proper inflation.
 - c. Looks under bus for hanging objects and checks for fluid leaks.
 - d. Keeps windshield and back window clean and checks mirrors.
 - e. Adds fluids as needed (transmission fluid, oil, gas or diesel).
26. Obeys all traffic laws.
27. Fuels assigned bus as needed.
28. Exercises responsible leadership when on extended trips.
29. Enforces regulations against smoking and eating on the bus.
30. Schedules appointments around your work.
31. Appearance must be neat and professional. No backless shoes (tennis shoes are preferred).
32. Responsible for other tasks as assigned by the Coordinator of Pupil Transportation and the Superintendent.

Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name

Date

Signature of Employee

Print Supervisor/Principal Name

Date

Signature of Supervisor/Principal